

Postdoctoral Hiring Instructions

1. The Principal Investigator (PI) must meet with the Vice Chancellor for Research & Economic Development to discuss and get approval for the proposed postdoc position, the job description and identified candidate (if there is one).
2. PI must complete the hiring authorization form and attach the following documents:
 - Administrative and Faculty Employment Application – EPA
 - Resume
 - Official transcripts of all degrees
 - Copy of Social Security Card (for payroll purposes only)
3. PI will obtain all required signatures (including Contracts and Grants) on the Postdoctoral Hiring Authorization Form.
4. Completed packet will be forwarded to the Vice Chancellor for Research and Economic Development for signature and position number assignment.
5. Approved packet will be forwarded to Human Resources to establish position.
6. Once position has been established, Human Resources will send notification to the PI and Vice Chancellor for Research and Economic Development.
7. Human Resources will forward the completed approved packet to EPA Salary Administration for processing.

H1B Visa sponsorship through NC A&T State University must be for full-time employment. Please contact the Foreign National Administrator at 334-7862 in the Division of Human Resources to discuss Visa options for prospective foreign national postdocs.